

Guideline: Transition from the Part C Early Intervention Services to the  
3-5 Early Childhood Special Education Services

Time Frame	Objectives	Activities	Persons Involved
Quarterly (January 1, April 1, July 1, October 1)	To notify the local educational agency, that the child will turn 3 within a 6 month time period and will be eligible for preschool special education services.	EI Service Coordinator completes and forwards the Special Education/Early Childhood Data Quarterly Notification Form to the Co-op/District on children enrolled in the EI Program who turn 3 years of age during the quarterly time frame.	EI Service Coordinator EC Special Education Representative (Coop/District of approved 3-5 DDTCS Program)
30 to 33 months	With the approval of the family of the eligible child, the lead agency will coordinate the scheduling of a conference to include the family and the local education agency at least 90 days before the child's 3 <sup>rd</sup> birthday.	EI Service Coordinator will: <ul style="list-style-type: none"> <li>• Coordinate the scheduling of transition conference with family and EC Representative.</li> <li>• Notify all persons involved (14) days prior to the conference (Form FC-B).</li> <li>• Obtain written consent from the family to provide EC Rep with child's identifying information, evaluation reports, IFSP and pertinent medical information prior to the conference.</li> </ul>	Parents EI Service Coordinator EC Special Education Rep
33 months	Conduct a transition conference	EI Service Coordinator will: <ul style="list-style-type: none"> <li>• Chair the transition conference</li> <li>• Discuss the child's progress during his/her participation in the EI program.</li> <li>• Complete the Child Outcomes Summary Form</li> <li>• Prepare the Parental Notice of Meeting Outcome (Form FC-C) and provide copy to parent</li> </ul>	Parents EI Service Coordinator EC Special Education Rep

33 months	Conduct a transition planning conference (continued)	<p>and EC Rep</p> <ul style="list-style-type: none"> <li>Conclude the transition portion of the meeting</li> </ul> <p><i>***At this point the EC Rep assumes responsibility for facilitation of the meeting***</i></p> <p>EC Representative will:</p> <ul style="list-style-type: none"> <li>Explain the evaluation process and eligibility for 3-5 year old Special Education Program</li> <li>Complete a Referral Form</li> <li>Explain <u>Special Education Your Rights Under The IDEA</u> and have parent sign Documentation of Parental Receipt of Rights</li> <li>Review existing data from EI, determine if additional data is needed to determine eligibility and complete the Existing Data Review/Notice of Decision Form</li> <li>Have parent sign an Informed Consent if additional data is needed</li> <li>If no additional data is needed to determine eligibility, complete the Evaluation/Programming Conference Decision Form and develop IEP (if appropriate) to be implemented on the child's 3<sup>rd</sup> birthday</li> <li>Complete the Parent Notice of</li> </ul>	<p>EC Special Education Rep EI Service Coordinator Parent</p>
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36 months	Initiation of appropriate preschool special education services	The IEP must be implemented by the child's 3 <sup>rd</sup> birthday. Child who turns 3 during the summer is not automatically entitled to special education services in summer. IEP committee must determine that child needs extended year services to receive FAPE.	EC IEP Committee Team